

SECRET

2-8657

File

John

12/17/86

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Identification of Forms for Headquarters versus Field Use

REFERENCE : DDP Memorandum to RCS, Subject: Proposed Change
[redacted] "Limitations on Outside Activities"

1. It is requested that in the future all forms, as printed for general Agency use, include in addition to classification, "Domestic Use Only," "Overseas Use Only," or "Headquarters and Field Use."

2. It is believed that such an arrangement would preclude automatic transmission of forms to the field. For example, the form published as part of Regulation [redacted] (Form No. 879, Outside Activity Clearance Request) should not be used in the field. Notice to this effect should be printed on the form.

3. In this connection your attention is called to the fact that the use of any form in the Clandestine Services, either in headquarters or in the field, requires prior DDP concurrence.

(SIGNED)
CHARLES V. HULICK
Executive Officer, DDP

cc: Chief, Regulations Control Staff
cc: Director of Security

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Recd from

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We have done this, in effect.

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